

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

May 21, 2009

**SUBJECT:** DEPARTMENT MANUAL SECTION 4/525.21 - PRESERVING/DRYING DNA AND/OR FORENSIC EVIDENCE WITH THE EVIDENCE DRYING CABINET - REVISED; AND EVIDENCE DRYING CABINET LOG, FORM 10.11.04 - REVISED

**PURPOSE:** In order to allow for better management of the Evidence Drying Cabinets (EDC), Department Manual Section 4/525.21 - Preserving/Drying DNA and/or Forensic Evidence with the Evidence Drying Cabinet, and the Evidence Control Log, Form 10.11.04, have been revised. This Order supersedes Special Order No.6, February 21, 2006 - *Use of Evidence Drying Cabinets (EDC) and Evidence Drying Cabinets Log.*

**PROCEDURE:**

I. **DEPARTMENT MANUAL SECTION 4/525.21 - PRESERVING/DRYING DNA AND/OR FORENSIC EVIDENCE WITH THE EVIDENCE DRYING CABINET - REVISED.** Department Manual Section 4/525.21 shall read as follows:

Evidence possibly containing DNA and/or forensic evidence will be placed into the EDC until dried. Officers who are unable to utilize the EDC because it is full or the evidence cannot be placed into the EDC (i.e., large, irregular sized items), shall contact SID for advice. Only one item at a time shall be placed in the EDC compartment.

A. **OFFICER'S RESPONSIBILITIES.** The officer's responsibilities for booking evidence to be dried in an EDC have been revised.

An officer booking evidence to be dried in an EDC shall:

- \* Obtain watch commander (W/C) or detective supervisor approval for booking evidence into the EDC and have them initial the EDC log;
- \* Obtain the EDC key from the W/C or detective commanding officer (C/O), or his/her designee;
- \* Return the key to the W/C or detective C/O, or his/her designee; and,
- \* Notify the W/C or detective C/O if the EDC is not in working order.

The remainder of this section remains unchanged.

**B. INVESTIGATING OFFICER'S RESPONSIBILITIES.** The investigating officer's (I/O) responsibilities for booking evidence to be dried in an EDC have been revised.

Upon being assigned an investigation that involves evidence that is in an EDC, the assigned I/O shall:

- \* Obtain the EDC log from the W/C, detective C/O, or his/her designee;
- \* Obtain W/C or detective supervisor approval for removing evidence from the EDC;
- \* Obtain the EDC key from the W/C or detective C/O, or his/her designee;
- \* Return the key to the W/C or detective C/O, or his/her designee; and,
- \* Notify the W/C or detective C/O if the EDC is not in working order.

**The remainder of this section remains unchanged.**

**C. WATCH COMMANDER'S RESPONSIBILITIES.** The W/C's responsibilities have been revised as follows:

- \* Maintain the EDC log during off hours;
- \* Liaise with the detective C/O to maintain the key in a secure location; and,
- \* Approve usage of the EDC, including initialing the log and providing oversight.

**The remainder of this section remains unchanged.**

**D. DETECTIVE COMMANDING OFFICER'S RESPONSIBILITIES.** The detective C/O's responsibilities have been revised.

The detective C/O shall liaise with the W/C and ensure evidence left for drying in the EDC is removed and booked. The detective C/O shall also:

- \* Ensure that the EDC is available for use;
- \* Select an EDC Coordinator who will be responsible to maintain the completed EDC logs and monitor for compliance;
- \* Ensure the W/C, or his/her designee, maintains the key in a secure location and the EDC log during off hours;
- \* If applicable, assign an I/O to cases involving evidence placed into an EDC in which their division has investigative responsibility; and,
- \* Ensure the EDC is cleaned and maintained.

**E. SCIENTIFIC INVESTIGATION DIVISION'S RESPONSIBILITIES.**

Scientific Investigation Division's responsibilities have been revised as follows:

- \* Provide six and 12 month EDC filter maintenance;
- \* Ensure cleaning solution is made available to all geographic Areas;
- \* Liaise with Facilities Management Division for repairs to the EDCs; and,
- \* When needed, provide advice for booking large or irregular sized items into the EDC.

**II. EVIDENCE DRYING CABINET LOG, FORM 10.11.04 - REVISED.**

**A. Use of Form.** The use of this form has not changed. All entities shall use the prescribed form and not alter the existing form.

**B. Completion.** Current procedures remain in effect, however spaces have been revised/added for the following:

- \* Date/Time Items put into Cabinet;
- \* Division of Records (DR) or Incident Number;
- \* Cabinet Number;
- \* Description of Items;
- \* Officer Booking;
- \* Supervisor Approving and Securing Items;
- \* Detective Removing;
- \* Date/Time Removed; and,
- \* Date/Time Cabinet Cleaned.

**C. Distribution.** The distribution has not changed.

**FORM AVAILABILITY:** The Evidence Drying Cabinet Log is available in LAPD Forms on the Department's Local Area Network.

**AMENDMENTS:** This Order amends Department Manual Section 4/525.21.

**AUDIT RESPONSIBILITY:** The concerned Area/division commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



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